

INVITATION TO BID

PROJECT

Roof Replacement for  
Alma High School – Cafeteria Roof  
Alma, Michigan

LOCATION

Alma High School  
1500 North Pine Avenue  
Alma, Michigan 48801

OWNER

Alma Public Schools  
1500 North Pine Avenue  
Alma, Michigan 48801

ARCHITECT

Wigen, Tincknell, Meyer & Associates, Inc.  
100 South Jefferson Avenue, Suite 601  
Saginaw, Michigan 48607  
Telephone: 989-752-8107  
Fax: 989-752-3125

DESCRIPTION OF PROJECT

The scope of the project includes the removal and replacement of the existing cafeteria membrane roof, gravel stop, fascia, and all related flashings. All existing curbs are to be raised to maintain a minimum of 8” above the adjacent roof. A new mechanically fastened membrane roof system is to be installed.

TYPE OF BIDS REQUESTED

Sealed proposals for construction of: Proposal No. 1: All Trades Construction Work

TIME AND PLACE

Sealed proposals will be received until 3:00 p.m., Eastern Time on Wednesday, September 2, 2009, at the Superintendent’s Office of the Alma Public Schools, 1500 North Pine Avenue, Alma, Michigan 48801, at which time they will be publicly opened.

PRE-PROPOSAL CONFERENCE

A pre-proposal conference will be held on Wednesday, August 19, 2009 at 10:00 a.m. Contractors will meet at the High School, 1500 North Pine Avenue, Alma, Michigan 48801.

ACCESS TO BIDDING DOCUMENTS

Bidding documents are on file at the following locations and are available for the use of bidders:

- Office of the Architect, Saginaw
- Tri-City Builders & Traders, Saginaw
- Builders Exchange of Greater Lansing
- McGraw-Hill Dodge Construction, Lansing & Detroit

Construction Association of Michigan

PROPOSAL GUARANTEE

Each proposal must be accompanied by a proposal guarantee in an amount equal to five percent (5%) of the basic proposal. Guarantee shall be in the form of a certified check or bid bond executed by an approved surety company, made payable to Alma Public Schools. Proposal guarantee shall run for a period of thirty (30) days.

CONTRACT SECURITY

Successful bidder will be required to furnish a “performance bond” and a “labor and material payment bond”, each bond in the amount of 100% of his contract, as required in the “Instructions to Bidders”.

PROCUREMENT OF BIDDING DOCUMENTS

Copies of the bidding documents may be obtained from the Architect, with each All Trades Contractor being entitled to obtain two (2) sets of bidding documents by depositing \$100.00. Deposit checks shall be made payable to Wigen Tincknell Meyer & Associates, Inc. The entire amount of the deposit for the bidding documents will be returned to each bidder who submits a bona-fide proposal and who return the documents, in good condition, within ten days after opening of proposals. A return of only \$10.00 per set will be made to those bidders who fail to submit a bona-fide proposal. If any bidder requires more than the sets of bidding documents stipulated, such additional sets may be purchased from the Architect for \$50.00 per set. This purchase amount will not be refunded. Subcontractors and suppliers may purchase complete sets of bidding documents at the above cost or individual prints of the drawings by paying the Architect the cost of the reproductions. This purchase amount will not be refunded.

Bid documents will be mailed to contractors upon written request and prepayment (by check separate from the deposit check specified above) of \$20.00 to cover cost of wrapping, handling and mailing. This is for the contractor's convenience only, and the cost of this service is without refund.

CONTRACT REQUIREMENTS

The All Trades Contractor and every subcontractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The All Trades Contractor will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this Equal Opportunity Clause.

RIGHTS RESERVED BY OWNER

The Owner reserves the right to reject any or all proposals and to waive any irregularities in bidding, or to accept the lowest responsible proposal that in the opinion of the Owner will serve the best interest of the Owner. The Owner will not be obligated to accept the lowest proposal. The Owner further reserves the right to approve all subcontractors.

WITHDRAWAL OF PROPOSALS

No proposals may be withdrawn for a period of thirty (30) days after the receipt of proposals.